



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title: **Senior Programme Support Assistant/Team Leader**
Organizational Unit: **Returns and Recovery Unit**
Duty Station: **Erbil, Iraq**
Classification: **General Service G7**
Type of Appointment: **Special Short-Term contract (SST)**
Duration of Appointment: **Three (3) months with possibility of extension subject to satisfactory performance**
Closing Date: **19th August 2019**
Reference Code: **SVN2019/IRQ/208**

Established in 1951, IOM is a Related Organization of the United Nations and as the leading UN agency in the field of migration works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the S/VN*
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.*
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the S/VN.*

Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements as stipulated in the S/VN.

Context:

The Returns and Recovery approach of the UN Migration Agency (IOM) aims to contribute towards the sustainable stabilization and revitalization of Iraqi communities by improving their resilience and promoting social cohesion, thereby reducing the motivation for violent conflict and promoting a capacity for sustaining peace.

Core Functions / Responsibilities:

Under the general guidance of the Chief of Mission (CoM) and Senior Emergency and Programme Coordinator, the overall supervision the Head, Return and Recovery Unit, and the direct supervision

of Programme Officer (Return and Recovery), in close coordination with Programme Support Sections, this position will perform the following tasks:

1. Keeps staff members informed of directives, reports, status updates and other relevant information, and brings sensitive and urgent matters to the Programme Manager's attention.
2. Provide information and clarification to national team members on office management and propose improvements to administrative procedures.
3. Coordinate the workflow of the Unit and multiple and diverse activities to facilitate the timely implementation of the programme.
4. Supervise Office Assistants to ensure that they carry out their duties properly and guide and advise them accordingly in the day-to-day administrative activities.
5. Liaise with common services units in Resource Management, including HR, Finance, Procurement, and ITC to coordinate the following functions for the Unit;
6. Coordinate with Iraq HR on various actions related to Staff recruitment and on-boarding, SES/Staff Evaluation.
7. Monitor the maintenance of staffing lists and registration of third-party contractors in the Management Information System (MIS).
8. Provide information to 3rd party contractors/consultants with respect to conditions of service, duties and responsibilities in close coordination with Iraq HR.
9. Coordinate travel of management staff, including TAs, UN Travel Requests, UNDSS TRIPS, flights, hotel reservations, airport transfers and visas.
10. Coordinate and monitor asset management and general office maintenance needs.
11. Prepare procurement documentation and monitor procurement-related workflows in close coordination with Programme Coordinators
12. Monitor all legal agreements in coordination with Programme Manager/Coordinators and MIS.
13. Participate in the preparation and development of the Unit's work programme and budget.
14. Monitor budget/work programme with respect to various budgets, grant and other funds on a regular basis, and suggests reallocations of resources and implements the reallocations as necessary.
15. Assists the Programme Managers in the elaboration of resource requirements for budget submissions.
16. Assists in finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
17. Perform any other function as assigned.

Required Qualifications and Experience

Education

- University degree from an accredited academic institution in Business Administration or Management, International Studies or Social Sciences, with minimum 5 (five) years of Relevant professional experience in the field of transaction and return providing assistance to IDPs, Returnees and host communities including operational and field experience.
- Completed High School degree from an accredited academic institution, with minimum 7 (seven) years of relevant professional experiences as above.

Experiences & Skills

- Knowledge of the UN system and its Rules and Regulations is required;
- Knowledge of budget management;
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Sensitivity towards other cultures and dedication to the promotion of inter-ethnic cooperation and tolerance. Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to coordinate administrative activities related to admin and operational activities.
- Excellent communication, negotiation and writing skills.
- Ability to draft clearly and concisely, with strong computer literacy, especially in Microsoft Office.
- Willing to work long hours in and adapt to a difficult environment. Must be committed to improving overall situation and living conditions of the Iraqi people.
- Ability to travel throughout the region and other areas upon request.

Languages

- Fluency in English, Arabic and Kurdish, spoken and written. Knowledge of other language(s) is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

Others

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/senior-programme-support-assistantteam-leader>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 05.08.2019 to 19.08.2019